



Company Payroll Questionnaire

Company Legal Name:		EIN:	
Company Address:			
City:		State:	Zip:
Telephone:			
E-mail:			
Fiscal Year:		Accounting Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Accrual
Name of Income Tax Form Used:	<input type="checkbox"/> 1120	<input type="checkbox"/> 1120S	<input type="checkbox"/> 1065 <input type="checkbox"/> 990
Name of Contact:		Contact Telephone Number:	
How did you hear about us?			

Employee List				
Name	Address	Social Security #	Telephone	Pay Rate

Employee Information	
Employee Compensation:	<input type="checkbox"/> Bonuses <input type="checkbox"/> Commissions <input type="checkbox"/> Tips
Employee Benefits:	<input type="checkbox"/> Health Insurance <input type="checkbox"/> Retirement plan <input type="checkbox"/> Dental Insurance <input type="checkbox"/> 401(k) <input type="checkbox"/> Vacation/Sick days <input type="checkbox"/> FSA
Have you given any cash advances?	
Have you given any mileage or travel Reimbursements?	
Have you paid any union dues?	
Do you have any wage garnishments?	



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Banking Information	
Bank Name:	
Routing Number:	
Account Number:	

General Company Information	
What is your principle business?	
Is your business sales or service oriented?	<input type="checkbox"/> Sales Oriented <input type="checkbox"/> Service Oriented <input type="checkbox"/> Both
941 Deposits	<input type="checkbox"/> Each Pay-Period <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
State Withholding	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Multi-state (Specify: _____)
Local Withholding	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
Unemployment Tax	<input type="checkbox"/> FUTA (Rate: _____) <input type="checkbox"/> SUTA (Rate: _____)

I certify that I would like my payroll prepared according to the information I supplied above.

Business Name:	EIN:
Printed Name of Officer:	Title:
Officer Signature:	Date:

***Please note that there are different ways to approach payroll. One such way is through direct deposit. If you would like to pay employees through direct deposit, please let us know in order to give the additional paperwork required for direct deposit.**